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11 MAY 1958

25X1A9A MEMORANDUM FOR: [REDACTED]

SUBJECT: Custodian - Confidential Funds

25X1A

1. In a memorandum from the Acting Comptroller, dated 17 December 1956, you were appointed Official Custodian of Confidential Funds at headquarters under the authority contained in [REDACTED]. This memorandum constitutes a reaffirmation of your appointment and an enumeration of your responsibilities.

2. As Custodian it is your responsibility to keep safely, without loaning, using, or depositing in banks or exchanging for other funds except for official purposes, all official media of exchange and commodity assets presented to you for safekeeping until the same is ordered by the proper officer to be transferred or paid out. The items to be held in safekeeping include United States and foreign currencies, gold, commodity assets, other items of high intrinsic value, and very sensitive items which may or may not be of high value.

3. In carrying out this responsibility you shall insure: (a) items presented to you for safekeeping are proper for such action on your part and then issue a receipt therefor, (b) facilities for safeguarding items in your custody are suitable and adequate, (c) armed escorts and other protection commensurate with the value are provided for items transported or otherwise moved, (d) records are maintained on a current basis which are suitable and adequate to correctly reflect the receipt and status of items in custody, and disbursements made of items previously accepted and held in custody, and (e) internal control procedures are established and exercised which will verify the existence in the proper form of the items in your custody.

4. Under no circumstances shall personal funds or media of exchange be intermingled with the official items in your custody.

5. While in your capacity as Custodian, none of the official items in your custody will be placed in bank accounts or safe deposit boxes in your name.

6. Disbursements, transfers and other dispositions of official items in your custody shall be made only upon receipt by you of proper documents requesting such dispositions which have been authorized, approved, and/or certified by appropriate officials of the Agency.

DOC	47	REV DATE	2/03/80	BY	006189
SRIG COMP	09	REV	38	TYPE	02
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	NR 10-2

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7. In the event of loss or theft of any item in your custody, you shall report the loss or theft immediately to the Chief, Finance Division and take such other action as may be deemed necessary under the circumstances.

8. To provide for the continuance of the responsibilities and discharge of the duties inherent in the Custodian's position, Mr. [REDACTED] is hereby appointed Alternate Custodian and will act in your absence as the Custodian of Confidential Funds. In such capacity, he will be subject to the same conditions enumerated in paragraphs 2 thru 7 above.

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[REDACTED]
Comptroller

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COMPT/ED/[REDACTED]:mmg (4 April 1962)

Distribution:

Orig. - Addressee

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- 1 - [REDACTED]
- 1 - Comptroller
- 1 - Monetary Br.
- 1 - Chief, Finance Division ✓
- 1 - Audit
- 1 - ICAD

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